

# WASHINGTON STATE WIC TRAINING 2007 TRAVEL GUIDELINES

## General guidelines:

- Trainees or their local agency will pay all travel and per diem expenses (except airfare and rental car costs) during the training week.
- At the end of training, local WIC staff complete paperwork to request reimbursement from the State WIC Agency.
- If the trainee paid for all travel expenses, a reimbursement check will be issued in the trainee's name and will be mailed to the trainee's home address.
- If the trainee's agency provides a travel advance, or pays for any travel related costs, the agency will be reimbursed for all travel expenses. It will be the agency's responsibility to reimburse the trainee for any costs the trainee covered.
- Trainees who pay their own expenses and agencies who cover travel costs will be reimbursed for travel and per diem expenditures according to the State travel policies as outlined in this document. If the agency is reimbursed for travel expenses, local staff may be reimbursed according to their agency's travel policies.



### State Travel and Per Diem Rates for Thurston County:

<b>Meals:</b>	Breakfast	\$ 12.00
	Lunch	\$ 15.00
	Dinner	\$ 22.00

**Lodging:** "Government Room Rate"  
\$76.00 plus tax per night, per single room.

<b>Mileage:</b>	Per mile	\$ .485
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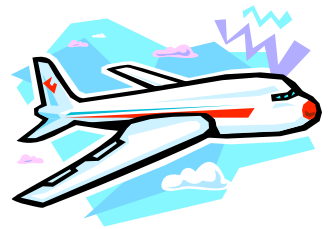
## **Transportation Guidelines:**

**Trainees are encouraged to use the least expensive method of transportation.** State WIC Staff can provide assistance in determining the least expensive method of travel and will help identify potential carpool options with other trainees when desired.

### **Air Travel:**

Trainees traveling a distance of greater than 150 miles (one way) to the training center have the option to fly.

- Air travel **must** be arranged through the State WIC Office. Please contact Kathy Hormel for flight arrangements: 1-800-841-1410 (x3627) or (360) 236-3627, or via email at [kathy.hormel@doh.wa.gov](mailto:kathy.hormel@doh.wa.gov)
- Flight arrangements that are made by the local agency will **not** be reimbursed.



### **Mileage:**

Trainees are eligible for mileage reimbursement for the use of a privately owned vehicle. If trainees drive an agency vehicle to training, the State WIC Office will reimburse the agency directly.

- The rate of mileage reimbursement is \$.485 per mile effective January 1, 2007.
- Trainees will need to keep track of their mileage from when they begin their travel (either home or work, whichever is closer) until they arrive at the Training Center.
- Mileage for personal travel (i.e. shopping, travel for lunch/dinner, entertainment, etc) will not be reimbursed.
- When sharing a ride, only the driver (owner of the vehicle) may request reimbursement for mileage.

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## **Shuttles:**

Trainees who are flying to the SeaTac Airport have the option of taking a shuttle to and from Olympia. Trainees are responsible for arranging shuttle service on their own. Shuttle services available are:

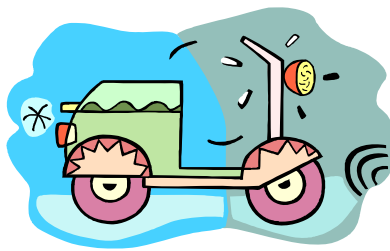
Capital Aero porter	360-754-7113
Centralia SeaTac Airport Express	360-786-0636

## **Rental Cars:**

- **Rental cars must be arranged through the State WIC Office.** Staff must contact Kathy Hormel at 1-800-841-1410 (x3627) or [kathy.hormel@doh.wa.gov](mailto:kathy.hormel@doh.wa.gov) for more information and assistance with obtaining a rental car.
- The State WIC Staff will assist local staff in assessing the need for a rental car and review all travel options available.
- Gas for the rental car is reimbursable. Remember to keep your receipts.

## **Other:**

- Other transportation expenses including toll bridge fees, ferry fares, train or bus tickets, and airport parking are reimbursable expenses.
- The State requires a receipt for any transportation expense equal to or exceeding \$25.00.



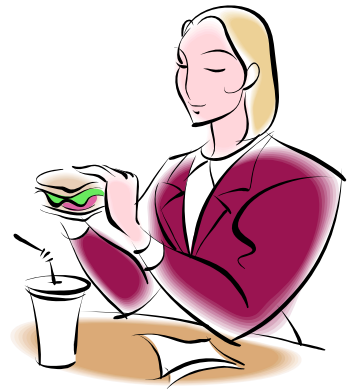
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## Meal Reimbursement Guidelines:

Trainees may be reimbursed for meals at the following rates:

Breakfast	\$ 12.00
Lunch	\$ 15.00
Dinner	\$ 22.00

- Trainees commuting daily to and from training will be reimbursed for lunches.
- For trainees who are not staying overnight, an assessment of their travel time will be completed to determine whether they will receive meal reimbursement for breakfast and/or dinner. This assessment is based on the time the trainee began the day's travel and when the trainee's trip ended.
- Meal receipts are not required for the State WIC Agency. However, some local agencies **do** require meal receipts, so staff should ask their WIC Coordinator if they should keep meal receipts for the local agency's accounting purposes.



❖ *For information on lodging, see the **2007 Lodging Guidelines.***

Please call Kathy Hormel at 1-800-841-1410 ext. 3627 or [kathy.hormel@doh.wa.gov](mailto:kathy.hormel@doh.wa.gov) for further clarification of travel reimbursement rates and procedures.